

ADMH CENTRAL OFFICE EMPLOYEES



ADDRESSING COVID-19 IN THE WORKPLACE

(Revision: February 4, 2021)

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I REPORTING TO WORK PROCEDURES

All ADMH Central Office Employees are to self-assess their health condition prior to reporting to the office and complete the Employee Screening Form. Please refer to Steps for Completing the Employee Screening Form and Central Office Protocols for Employees and Supervisors. Employees and Supervisors should refer to these protocols when you are experiencing symptoms, have had contact with someone with a COVID-19 diagnosis, or you have tested positive for COVID-19.

1. Steps for Completion of the Central Office Employee Screening Form (Revised 2/4/2021)
2. Central Office Employee Screening Form (Revised 2/4/2021)
3. Central Office Supervisor Reporting Sheet (Revised 2/4/2021)

STEPS FOR COMPLETION

CENTRAL OFFICE EMPLOYEE SCREENING FORM

IMPORTANT: All employees will complete and submit a [CENTRAL OFFICE EMPLOYEE SCREENING FORM](#) to their supervisor before reporting to their work location each day and will follow the instructions provided on the form. Employees should complete a Self-Care Assessment to respond to Screening Form questions. The following guidelines are provided for Employees, Supervisors, and Points of Contact:

SUPERVISORS

STEP 1: Ensure that your Employees are aware of the requirement for completing the Screening Form and following its instructions anytime they are required to report to the office or may come in on an intermittent basis. Ensure that your employees know how to access the form on the ADMH website and how to save a copy for emailing. Instruct your employees to email you the completed form prior to reporting to the office each day as long as they answer "NO" to all questions.

EMPLOYEES

STEP 2: Employee completes all fields on the Screening Form each morning before reporting to work.

- If all questions are answered with a “NO”, email completed Screening Form to Supervisor.
- If you answer “YES” to any question, immediately call your supervisor and **READ STEP 4.**
 - Email you Screening Form to your Supervisor once the appropriate course of action has been determined.

SUPERVISORS

STEP 3: Each day, Supervisors will review all Employee Screening Forms.

- If an Employee answers “NO” to all questions, Supervisors should keep Employee Screening Forms saved to computer and send a copy of Screening Forms to Division Point of Contact. The protocol is complete.
- If an Employee answers “YES” to any question **PROCEED TO STEP 4.**

STEP 4: The form instructs Employees to contact their Supervisor if they answer “YES” to any question. After discussion with your Employee, ensure the Employee emails the Screening Form to you.

- If an employee has a chronic condition, such as asthma that causes similar symptoms, make sure they note that in the email and you may approve them to report to work. **Except that:**
- No employee should report to work with a temperature of 100.4 or greater. An Employee with a temperature of 100.4 or greater should remain off work and see their medical provider.
- Review the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#) with the Employee to determine the appropriate course of action. and **Proceed to STEP 5.**

STEP 5: Supervisors, after providing guidance to the Employee will need to complete the [CENTRAL OFFICE SUPERVISOR REPORTING SHEET](#) which summarizes information gathered from the employee and the recommended course of action related to symptoms, close contact, tested positive, and quarantine status. Submit a copy of this form to the COVID-19 Employee Coordinator.

STEP 6: Submit all Employee Screening Forms and Supervisor Reporting Sheet, if applicable to your Division Point of Contact:

- Commissioner's Office: Lynn Frost
- ADMIN: Michelle Vilamaa
- DD: Shirley Hicks
- MHSAS: Samantha Friend

POINTS OF CONTACT

STEP 7: Each Day POC's will receive Screening Forms and Supervisor Reporting Sheets from Division Supervisors. POC's will need to review all Screening Forms and Reporting Sheets ensuring:

- Forms reflect all **"NO"** responses.
- If **"YES"** responses are indicated, make sure Supervisor has provided a Supervisor Reporting Sheet indicative of the response. For example: if the Employee indicates they are experiencing symptoms, Item #1 on the Reporting Sheet should have the Date Symptoms Began completed.
- Calculate the number of Forms Completed, Quarantined, and Tested Positive.

STEP 8: Compiles Division Calculations and emails to Dr. Ileeia A. Cobb at ileeia.cobb@mh.alabama.gov.

REFERENCES

1. [Central Office Employee Screening Form](#) (Revised 2/4/2021)
2. [Central Office Protocols for Employees and Supervisors](#) (Revised 2/4/2021)
3. [Central Office Supervisor Reporting Sheet](#) (Revised 2/4/2021)

CENTRAL OFFICE EMPLOYEE SCREENING FORM

This Form is to Be Completed and Submitted Prior to Reporting to the Office Each Day

Employees who have received a positive C-19 test should notify their supervisor immediately for a return to work plan and should provide a copy of their test result.

Employee Name: _____

Employee Supervisor: _____

Division and Section: _____

Date: _____

My current temperature is _____

- | | | |
|---|-----------|---------|
| <input type="checkbox"/> Is your temperature 100.4 or greater? | ____ Yes | ____ No |
| <input type="checkbox"/> Do you have an abnormal cough? | ____ Yes | ____ No |
| <input type="checkbox"/> Do you have abnormal shortness of breath? | ____ Yes* | ____ No |
| <input type="checkbox"/> Do you have abnormal body aches? | ____ Yes | ____ No |
| <input type="checkbox"/> Have you been in close contact for an extended period of time with anyone who has tested positive for the COVID-19 virus? | ____ Yes | ____ No |

Close Contact:

Close contact with a diagnosed individual in closed area without maintaining a 6-foot distance.

Contact: A cumulative 15 minutes or longer of exposure within a 24-hour period.

SYMPTOMS: If you answered YES to any one of the questions regarding symptoms, contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Are Experiencing Symptoms in the CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS. *If you have a chronic condition, such as asthma, that causes this symptom, and answered no to the other two questions, discuss this with your supervisor.

EXPOSURE: If you answered YES to having close contact with a person who has tested positive for COVID-19, contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Have Been in Close Contact with Someone with A COVID-19 Diagnosis in the CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS.

While you are in the Office:

- You are expected to wear a face covering in common areas such as hallways, break rooms, rest rooms, conference rooms, etc., and during any face-to-face contact with others.
- Keep 6 feet of distance between you and others at all times.
- Please immediately wash your hands or use hand sanitizer upon entering and leaving this building and touching common surfaces (door handles, packages, equipment, etc.)
- Please be mindful to cough or sneeze into a tissue or the corner of your elbow and to wash your hands often while here.
- Avoid using other employee' phone, computer, and other work tools.
- Employees will need to clean/disinfect used items and shared workspaces at the beginning and end of the day.
- Please note that hand sanitizer and cloth masks are available from the ADMH Mail Room.

By forwarding this email to my supervisor, I certify that my answers above are true and that I will comply with the instructions provided.

CENTRAL OFFICE SUPERVISOR REPORTING SHEET

Employee Name: _____ Supervisor Name: _____

WHO SHOULD QUARANTINE

Division and Section: _____ Reporting Date: _____

1. Individuals who have been in close contact with someone who has COVID-19.

- ☐ Close Contact: Close: contact with a diagnosed individual in closed area without maintaining a 6-foot distance. Contact: cumulative 15 minutes or longer of exposure within 24-hour period.

2. Individuals who have tested positive for COVID-19.

3. Individuals experiencing symptoms of COVID-19:

- ☐ Temperature of 100.4 or greater
☐ Abnormal Cough
☐ Abnormal Shortness of Breath
☐ Abnormal Body Aches

HOW TO CALCULATE QUARANTINE DATES

EXAMPLE:

- ☐ Date of Incident (Day 0): **August 4**
 ☐ Date Employee Tested Positive
 ☐ Date Employee Began Experiencing Symptoms
 ☐ Date of Close Contact
☐ Dates of the 10 Day Quarantine would be **August 5 through August 14.**
☐ The Employee is cleared to report to the work location on **August 15** (or next scheduled day after that date.)

INDICATE EVENT YOU ARE REPORTING

1. Employee Experiencing Symptoms (__ Yes or __ No): Date Symptoms Began: _____
 a. Employee has been Quarantined: _____ Dates of Quarantine: _____
2. Employee has been in Close Contact: _____ Date of Contact: _____
 a. Was Close Contact related to Home or Work: _____
 b. Employee has been Quarantined: _____ Dates of Quarantine: _____
3. Employee has Tested Positive (__ Yes or __ No): _____ Date the Employee was Tested: _____
 a. **Documentation of test result provided:** ☐
 b. Workstation (Office or Cubicle): _____ Location: _____
 c. Employee was Last in the Work Location: _____ Date: _____
 d. Employee has been Quarantined: _____ Dates of Quarantine: _____
 e. Employee will be Teleworking or on Leave: _____ Status: _____

f. List Staff in Close Contact with Employee & Date of Contact:

II. REPORTING SYMPTOMS, EXPOSURE, OR TESTING GUIDANCE

If you begin to have symptoms or are referred for a COVID-19 test, notify your supervisor immediately. You will need to provide information as indicated in the Central Office Protocols for Employees and Supervisors and follow the guidelines provided in the next Section III.

III. CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES & SUPERVISORS

ADMH strives to provide a safe and healthy workplace for all employees. COVID-19 Central Office Protocols for Employees and Supervisors addresses how Employees and Supervisors should appropriately respond to various COVID-19 related incidents. This section also includes guidance regarding cleaning and decontamination of workspaces per latest CDC information.

Employees and Supervisors are continuously encouraged to follow consistent mitigation strategies in an effort to reduce the spread of COVID-19. Mitigation strategies are actions that employees can take to slow the spread of a new virus with pandemic potential. COVID-19 is an infectious disease caused by a new coronavirus. Employees should follow healthy hygiene practices, such as 20 seconds on handwashing regularly, stay at home when sick, practice physical distancing to lower the risk of disease spread, and use a face covering.

1. Protocols for Employees and Supervisors (Revised 2/4/2021)
2. Cleaning and Decontamination Guidance

CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS

EMPLOYEES EXPERIENCING SYMPTOMS: Notify your Supervisor.

☐ SUPERVISORS:

1. Make note of the date their symptoms began and the last day they were at the work.
2. Set a return date with the Employee based on the following:

Employees are to remain off work:

- at least 10 calendar days from onset of symptoms **AND**
 - at least 24 hours without fever (without taking fever-reducing medicine)
AND
 - improvement in symptoms of abnormal cough, abnormal shortness of breath, and abnormal body aches.
3. Submit **SCREENING FORMS and SUPERVISOR REPORTING SHEETS** to Division POC.

☐ EMPLOYEES

1. Take your temperature 2 times a day and record it using the Temperature Log provided on the ADMH website. Make notes regarding your symptoms. If temperature or symptoms worsen, contact your medical provider.
2. Isolate yourself and review the "10 Things You Can Do to Manage Your COVID-19 Symptoms at Home" and "WHAT TO DO IF YOU ARE SICK" for CDC recommendations on how to care for yourself and prevent the spread to others in your home.
3. Notify your Supervisor if expected improvement has not occurred near the end of the

EMPLOYEES WHO HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS: Notify Supervisor.

quarantine period.

☐ SUPERVISORS:

1. Confirm that the exposure meets the CDC definition: **Close:** contact with a diagnosed individual in closed area without maintaining a 6-foot distance. **Contact:** A cumulative 15 minutes or longer of exposure within a 24-hour period.
2. Confirm that the employee is not experiencing any symptoms.
3. Make note of the date of contact and the last day the Employee was at work.

4. Set a return date with the Employee based on the following:
 - Telework or leave status (per supervisor determination) for the next 10 calendar days (from date of contact).
5. Submit **SCREENING FORMS AND SUPERVISOR REPORTING SHEETS** to Division POC.

☐ **EMPLOYEES**

1. Do not report to work during this time.
2. Take your temperature 2 times a day and record it using the TEMPERATURE LOG provided on the ADMH website.
3. Watch for the following symptoms: a temperature of 100.4 or greater; an abnormal cough, or abnormal shortness of breath.
4. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)
5. Do not take public transportation, taxis, or ride-shares.
6. Keep your distance from others (6 feet).
7. If the person with the diagnosis is living in your home, isolate that person and review the "10 Things You Can Do to Manage Your COVID-19 Symptoms at Home" to prevent the spread to others in your home.

If you begin to experience symptoms: Notify your supervisor.

- Supervisor and Employee refer to **EMPLOYEES EXPERIENCING SYMPTOMS** above for next steps.

EMPLOYEES WHO TEST POSITIVE: Notify your Supervisor.

☐ **SUPERVISORS:**

1. Ensure that you receive documentation of the positive test result.
2. Make note of the date the employee was tested and the last day they were at the work.
3. Set a return date with the Employee based on the following:
 - Telework or leave status (per supervisor determination) for 10 calendar days from date of the test.
4. Submit **SCREENING FORMS and SUPERVISOR REPORTING SHEETS** and documentation of positive test result to Division POC.

□ EMPLOYEES

1. Do not report to work during this time.
2. Take your temperature 2 times a day and record it using the TEMPERATURE LOG provided on the ADMH website.
3. Watch for the following symptoms: a temperature of 100.4 or greater; an abnormal cough, or abnormal shortness of breath. Contact your medical provider if these occur.
4. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)
5. Do not take public transportation, taxis, or ride-shares.
6. Keep your distance from others (6 feet).

If you begin to experience symptoms: Notify your supervisor.

- Supervisor and Employee refer to **EMPLOYEES EXPERIENCING SYMPTOMS** above for next steps.

CENTRAL OFFICE CLEANING AND DECONTAMINATION GUIDELINES

CDC Guidance indicates that if a space has been unoccupied for 7 days it is deemed COVID-19 free. There is no need to do a decontamination of the space.

ADMH Protocols regarding the 10 Day Quarantine provides sufficient time to allow the office/cubicle area to remain unoccupied covering the CDC recommended 7-day period. At the end of the 7-day period, the area deemed COVID-19 free. Employees and Supervisors may wish to use Lysol and disinfectant wipes in the work area. PPE supplies such as face coverings, hand sanitizer, and disinfectants are available for Central Office work areas.

For additional information, please review the following CDC weblinks:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

IV. TELEWORK DUE TO CHILDCARE ISSUES

Due to recent school systems returning to virtual learning and the immediate quarantine of children exposed to COVID-19 within these systems and daycare settings, telework for employees impacted by these childcare issues are approved to telework. Teleworking is only authorized for those whose duties have been determined to be feasible for teleworking. Guidance regarding telework is addressed in this section.

1. Telework Guidance
2. Commissioner Boswell's Memorandum (January 29, 2021)

CENTRAL OFFICE TELEWORK GUIDANCE FOR EMPLOYEES & SUPERVISORS

Telework for Employees Who are Quarantined Due to COVID-19

Teleworking has been approved for employees who are quarantined due to exposure or a positive test result and who are not experiencing symptoms that would prevent them from working.

1. Employees who are sick must be on sick leave and should not be asked to telework.
2. Telework is approved for those employees whose duties have been determined to be feasible for teleworking.
3. Employees who are unable to telework their full shifts will have to supplement their hours with the use of annual leave if they are unable to report to work.
4. Supervisors should require teleworking employees to maintain the following performance measures while in a telework status:
 - a. Establish a weekly schedule of activities.
 - b. Review of these activities to ensure employees are productive.
 - c. Maintain check-in strategies between the supervisor and employee through at least one call each day.
5. Employees who report multiple exposures may be deemed as not taking necessary precautions and may forfeit the approval to telework. These employees will be required to take annual leave during quarantine.

Telework Based on School or Daycare COVID-19 Issues

Telework will be approved due to school or daycare closing due to COVID-19 and due to a child's quarantine due to exposure at their school or daycare under the following conditions:

1. Items 1 – 4 above apply.
2. Employees must make this request through their supervisor and will need to provide:
 - Appropriate documentation such as parent/guardian notification letters regarding the quarantine of the child or school system webpage/email announcements indicating the school closing and implementation of only virtual learning.
 - This information will be verified, and specific dates documented based on the school system's schedule.
 - By making the request to telework the employee is certifying that:
 - He or she is the only available care giver for the child.
 - The child attends the school or daycare for which documentation of closing is provided.
 - Employees who make a request for which the above certifications are not true may be subject to disciplinary action.

3. Telework is not permitted when schools have the option for virtual learning. This will only be permitted if school has gone to virtual learning only, and the closing is related to COVID-19 precautions.
4. Telework is not permitted for school or daycare closings not related to COVID-19 (such as holidays, teacher workdays, etc.)
5. Telework will only be approved through the period for which the school system has implemented virtual learning as specified above or the period of quarantine required for a child as designated by the school system.
6. Supervisors must ensure the appropriate return of their employees after the child quarantine or school closing has concluded.
7. Supervisors must notify their Department Head and the Associate Commissioner of identified employees whose children are affected.



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KIMBERLY G. BOSWELL
COMMISSIONER

MEMORANDUM

TO: ADMH Central Office and Regional Office Staff

FROM: Kimberly G. Boswell, Commissioner *KGB*

DATE: January 29, 2021

RE: Telework for Virtual Learning Schools and Child Quarantine

Due to the recent announcements of school systems returning to only virtual learning and the immediate quarantine of children exposed to COVID-19 within these systems, I am authorizing telework for employees impacted by these events whose duties have been determined to be feasible for teleworking. Employees who are unable to telework their full shifts will have to supplement their hours through the use of annual leave if they are unable to report to work.

Telework is not permitted when schools have the option for virtual learning. This will only be permitted if virtual learning is the only option. Telework for these employees will only be approved through the period for which the school system has implemented virtual learning or the period of quarantine required for children as designated by the school system.

Employees must make this request through their supervisor and will need to provide appropriate documentation such as parent/guardian notification letters regarding the quarantine of the child or school system webpage/email announcements indicating the implementation of only virtual learning. This information will be verified, and specific dates documented based on the school system's schedule. Supervisors must ensure the appropriate return of their employees.

Additionally, supervisors must notify their Department Head and the Associate Commissioner of identified employees whose children are affected. Supervisors should require teleworking employees to maintain the following performance measures while in a telework status:

- Establish a weekly schedule of activities.
- Review of these activities to ensure employees are productive.
- Maintain check-in strategies between the supervisor and employee through at least one call each day.

Thank you for your continued service during these challenging times.

V. LEAVE DURING GOVERNOR'S
DECLARED STATE OF
EMERGENCY

Leave During Governor's Declared State of Emergency Due to COVID-19

I. **Special Requirements for Leave Requests**

In order to comply with CDC recommendations for limiting exposure to the Coronavirus, Employees must notify their supervisor if the time for which they are submitting a leave request will include international travel or cruise ship or river voyages.

In such cases the leave request must include approval for 10 days of leave to begin on the employee's return home. The supervisor must determine that such time would not unduly impact productivity.

During this 10-day period, the employee is to monitor their health and practice social distancing:

1. Take your temperature two times a day and monitor for fever. Also watch for cough or trouble breathing. Use the provided temperature log to monitor your temperature and symptoms.
2. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)
3. Do not take public transportation, taxis, or ride-shares.
4. Keep your distance from others (6 feet).

If you get sick with fever or cough after you return from travel:

Notify your supervisor of the date your symptoms began and refer to the **[CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#)**.

II. **Special Allowance of Donated Leave**

Employees who have exhausted all leave accruals are eligible to request donated leave for a diagnosis of COVID-19. **Instructions for Requesting Donated Leave**, the **Request for Donated Leave Form (25)**, and **Request to Donate Leave (25A)** are **available on this site**.

**Donated Leave cannot be used for quarantine without a positive diagnosis.